



**STATE OF NEW JERSEY**

In the Matter of Kerry Hauber,  
Administrative Analyst 4 (PS2138K),  
Department of Children and Families

**FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION**

CSC Docket No. 2017-3652

Examination Appeal

**ISSUED: APRIL 6, 2018 (JET)**

Kerry Hauber appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Administrative Analyst 4 (PS2138K), Department of Children and Families.

The promotional examination was announced with specific requirements which had to be satisfied by the December 21, 2017 closing date. The requirements were graduation from an accredited college or university with a Bachelor's degree, and four years of experience in work involving the review, analysis and evaluation of budget, organization, administrative practices, operational methods, management operations or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning and/or implementation of improvements in a business or government agency. A total of 62 applicants applied for the subject examination that resulted in a list of nine eligibles with an expiration date of November 8, 2019. The list was certified two times and two appointments have been made.

The appellant listed on her application that she possessed a Bachelor's and Master's degrees, and served as a Case Practice Specialist from November 2011 to the December 21, 2017 closing date, as a Special Response Unit Supervisor from November 2013 to December 2015, and as a Special Response Unit worker from July 2008 to December 2016. She also indicated that she served as an Intake Worker from June 2005 to November 2010, as a Permanency Worker from June 2004 to June 2005, and as a Case Manager from September 2003 to June 2004.

Official personnel records indicate that the appellant served as a County Services Specialist from November 2011 to the closing date, as a Family Services Specialist 1 from November 2010 to November 2011, as a Family Services Specialist 2 from February 2005 to November 2010, and as a Family Service Specialist Trainee from June 2004 to February 2005. Agency Services credited the appellant for her Bachelor's degree. However, it did not credit her Master's degree as it was not in a required field or with any other applicable experience. Accordingly, Agency Services determined that she lacked four years of applicable experience.

On appeal, the appellant asserts that the primary duties listed on her application for County Services Specialist includes ensuring and advising of case practice and policy; reviewing, analyzing and evaluating operational methods as they relate to case practice and administrative policy; completing critical incident reports including near fatal and fatal incidents that are submitted to the Area Office and Central Office for approval; and monitoring statistical measures for case practice and development on a daily basis. The appellant maintains that such duties meet the requirements listed in the subject announcement and as such, she should be determined eligible for the examination.

In support, the appellant provides an unsigned letter from her Local Office Manager, Antonina Roller. Roller explains that, since November 2011, the appellant's duties have included reviewing cases, making practice recommendations, completing case management, conferencing cases, and performing follow up. She adds that, while serving as a Family Service Specialist 1 and 2, the appellant's duties included covering various permanency and intake units. She explains that the appellant supervised permanency supervisors from February 2012 through April 2012, supervised a permanency unit from February 2012 through March 2012, supervised an intake unit from April 2012 through May 2012, and supervised an intake unit from May 2012 through November 2012. Moreover, Roller states that the appellant was appointed in January 2013 as a Supervising Special Response Unit staff member.

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a)2 provides that applicants shall meet all requirements specified in the promotional announcement by the closing date.

In this matter, Agency Services correctly determined that the appellant was ineligible for the subject examination. In this regard, Agency Services correctly found that the appellant did not list any applicable experience on her application. The **primary focus** of the appellant's duties as a County Services Specialist and the other titles listed on her application did not include experience in work involving the review, analysis and evaluation of budget, organization, administrative practices, operational methods, management operations or data

processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning and/or implementation of improvements in a business or government agency. In order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). Rather, the primary duties performed by the appellant as a County Services Specialist, as indicated on her application and on appeal, included among other things, advising of case practice and policy, completing critical incident reports, and monitoring statistical measures for case practice and development. As such, the experience listed on her application is not applicable to satisfy the duties required to establish eligibility for the title under test. Additionally, the letter from the appellant's Local Office Manager does not establish that she was predominantly performing Administrative Analyst 4 duties.

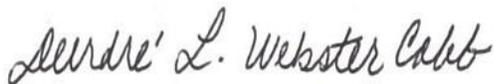
Accordingly, the appellant has not met her burden of proof and Agency Services' finding of ineligibility is amply supported in the record.

### ORDER

Therefore, it is ordered that this appeal be denied.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 4<sup>th</sup> DAY OF APRIL, 2018



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